



**AGENDA**  
**COMMON COUNCIL**  
**Tuesday, October 4, 2011**

**To immediately follow the 6:30 p.m. Committee of the Whole meeting  
Common Council Chambers, 224 East Jefferson Street**

Mayor Robert Miller  
Robert Prailes, Alderman, 1<sup>st</sup> District  
Edward Johnson, Alderman, 1<sup>st</sup> District  
Jim Prailes, Alderman, 2<sup>nd</sup> District  
Peter Hintz, Alderman, 2<sup>nd</sup> District  
Tom Vos, Council President and Alderman, 3<sup>rd</sup> District  
Steve Rauch, Alderman, 3<sup>rd</sup> District  
Katie Simenson, Alderman, 4<sup>th</sup> District  
Jeff Fischer, Alderman, 4<sup>th</sup> District

1. Roll Call
2. Pledge of Allegiance to the Flag.
3. Citizen Comments.
4. Chamber of Commerce Representative.
5. Approval of the Common Council minutes for September 20, 2011. *(S. Rauch)*
6. Letters and Communications: *(K. Simenson)*
  - A. Memorandum from Alderman Jim Prailes regarding his absence from the October 4<sup>th</sup> meetings.
7. Reports by Aldermanic Representatives and Department Heads.
8. Reports 1-5: *(J. Fischer)*
  - Report 1 – Board of Public Works minutes, June 16, 2011
  - Report 2 – Park Board minutes, July 21, 2011
  - Report 3 – Library Board minutes, August 23, 2011
  - Report 4 – Historic Preservation Commission minutes, August 25, 2011
  - Report 5 – Committee of the Whole minutes, September 20, 2011
9. Payment of Vouchers. *(R. Prailes)*
10. Licenses and Permits. *(E. Johnson)*
11. Appointments and Nominations: None

12. **PUBLIC HEARINGS:**

- A. A Public Hearing to hear public comment regarding vacating a public right-of-way known as Yahnke Road lying between Hidden Creek Lane and the Burlington Bypass with reversion of title to such land to the abutting property owner at Lot 1 of CSM 1999 and to amend the Official Map of the City of Burlington accordingly. (*P. Hintz*)

13. **RESOLUTIONS:**

- A. Resolution 4494(19) to vacate a public right-of-way identified as Yahnke Road south of Hidden Creek Lane and north of the Burlington Bypass with reversion of title of such land to the abutting property owner. This item was discussed at the August 17, 2011 Committee of the Whole meeting. (*T. Vos*)
- B. Resolution 4500(25) to approve a City of Burlington Employee Grievance Procedure for Non-Represented employees. This item was discussed at the September 20, 2011 Committee of the Whole meeting. (*S. Rauch*)

14. **ORDINANCES:**

None

15. **MOTIONS:**

- A. Motion 11-726 to approve a Certificate of Appropriateness Application and Sign Application in the HPC Overlay District for 549 N. Pine Street. This item was discussed at tonight's Committee of the Whole meeting. (*K. Simenson*)
- B. Motion 11-727 to approve a Certificate of Appropriateness Application and Sign Application in the HPC Overlay District for 581 N. Pine Street. This item was discussed at tonight's Committee of the Whole meeting. (*J. Fischer*)

16. **ADJOURN INTO CLOSED SESSION** (*R. Prailes*)

1. Wis. Stats 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons requiring a closed session.
- Consideration to purchase property.

17. **RECONVENE INTO OPEN SESSION** (E. Johnson)

1. Consideration on recommendations from the City Council.

18. **ADJOURNMENT** (P. Hintz)

*Note: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-342-1161 at least 24 hours prior to the meeting.*



## CITY OF BURLINGTON

### Administration Department

300 N. Pine Street, Burlington, WI, 53105

(262) 342-1161 – (262) 763-3474 fax

[www.burlington-wi.gov](http://www.burlington-wi.gov)

<b>Common Council Agenda Item Number: 5</b>	<b>Date:</b> October 4, 2011
<b>Submitted By:</b> Beverly R. Gill, City Clerk	<b>Subject:</b> Meeting Minutes

#### Details:

Attached please find the minutes from September 13, 2011 Council Workshop and the September 20, 2011 Common Council meeting. Staff recommends approval of these minutes.

#### Options & Alternatives:

N/A

#### Financial Remarks:

None.

#### Executive Action:

Staff recommends that the Common Council approve these minutes at the October 4, 2011 Common Council meeting.



**City of Burlington  
Official Minutes  
Common Council  
Robert Miller, Mayor  
Beverly R. Gill, City Clerk  
September 20, 2011**

**1. CALL TO ORDER - ROLL CALL**

Mayor Bob Miller called the meeting to order at 6:54 p.m. starting with roll call. Aldermen present: Bob Prailes, Ed Johnson, Peter Hintz, Jim Prailes, Tom Vos, Steve Rauch, Jeff Fischer, Katie Simenson

Also present: City Administrator Kevin Lahner, City Attorney John Bjelajac, Assistant to the Administrator Megan Johnson, Police Chief Peter Nimmer, Treasurer Steve DeQuaker, Utility Director Connie Wilson, Supervisor Streets and Parks Dan Jensen, Library Director Gayle Falk, Tom Foht of Kapur Engineering

**2. PLEDGE OF ALLEGIANCE**

Mayor Miller led the council, staff and audience in the Pledge of Allegiance.

**3. CITIZEN'S COMMENTS**

None

**4. CHAMBER OF COMMERCE REPORT**

Alderman Johnson reported on the golf outing the chamber had sponsored.

**5. APPROVAL OF COMMON COUNCIL MINUTES FOR SEPTEMBER 6, 2011**

A motion was made by Johnson with a second by Jim Prailes to approve the Common Council Minutes of September 6, 2011. With all in favor, the motion carried.

**6. LETTERS AND COMMUNICATIONS**

None

**7. REPORTS BY ALDERMANIC REPRESENTATIVES AND DEPARTMENT HEADS**

Dan Jensen reported on a meeting between the city, DNR and Augies Excavating regarding the Riverside Park Project. The project will begin on the 26<sup>th</sup> of September with completion anticipated by the 25<sup>th</sup> of October.

Wilson reported the Chamber of Commerce "Business After Hours" was being co-hosted by the DPW and RKW. She invited everyone to attend as it was being held at the new DPW Building, Thursday, September 22<sup>nd</sup> from 5-7 p.m. Wilson also reported on the radium removal project as being on schedule; the tank for Well #9 had been delivered with the tank for Well #10 being scheduled to arrive on the following Monday. She anticipated the radium removal to begin around the first of December.

Vos requested an update on the report regarding the landfill. Lahner stated that he will provide information at the next council meeting.

**8. REPORTS 1-2**

A motion to approve Reports 1-2 was made by Jim Prailes with a second by Hintz. With all in favor, the motion carried.

**9. PAYMENT OF VOUCHERS**

A motion was made by Hintz with a second by Johnson to approve pre-paid, vouchers and reimbursements in the amount of \$332,429.07 Vos stated that because he is a sub-contractor for Scherrer Construction and will be doing work on Wells #9 and 10 he would not be voting on approval of any subsequent bills for Scherrer Construction. Rauch suggested that Vos also not participate in any

discussion as well. Atty. Bjelajac concurred with Rauch with Vos stating that he also agreed. Roll Call Aye: Bob Prailes, Johnson, Hintz, Jim Prailes, Rauch, Fischer, Simenson Nay: None Abstain: Vos Motion carried 7-0

#### **10. LICENSES AND PERMITS**

A motion was made by Vos with a second by Rauch to approve the licenses as presented. With all in favor, the motion carried.

#### **11. APPOINTMENTS AND NOMINATIONS**

None

#### **12. PUBLIC HEARING**

##### **A. "A PUBLIC HEARING TO HEAR PUBLIC COMMENT REGARDING PERMANENTLY ZONING PROPERTY ON SOUTH TEUT ROAD AND TIMBER LANE TO THE CITY OF BURLINGTON PURSUANT TO THE STIPULATION BETWEEN THE TOWN OF BURLINGTON AND THE CITY OF BURLINGTON AND TO PERMANENTLY ZONE THE PROPERTY ATTACHED"**

The mayor opened the public hearing at 7:03 p.m. Mr. Tom Tess, 525 Teut Road stated the residents on Teut Road and Timber Lane have had ten years to prepare for this change, but they did not anticipate the city's request for reassessment. He suggested an opportunity to discuss the uniqueness of their properties as to the fact they do not have curb/gutter or sidewalks with the city's assessor.

Vos questioned if reassessment was part of the original agreement. Lahner explained reassessment is one of the requirements of state statutes. Lahner added that he had been in contact with the city's assessor Mr. Keith Munson and a meeting is anticipated some time the first week of October.

Mr. Larry Richter, 2648 Timber Lane questioned the horses that are kept at the Cottonpicker Restaurant and if his own property would be "grandfathered" in so that he could keep a duck on his property. Richter was also concerned with issues with building inspection. Atty. Bjelajac suggested that he should put his concerns on paper or email and send them to the city as Atty. Bjelajac did not have the answers at this time.

Vos thought the idea of being "grandfathered in" was over once the annexation took place and he didn't want to give anyone any false hope. Lahner stated there is a concept of "existing, non-conforming" that the city has contended with through the years. Atty. Bjelajac stated that issues would be dealt with fairly through ordinances and state statutes.

A motion to close the public hearing was made by Rauch with a second by Vos. With all in favor, the public hearing closed at 7:10 p.m.

##### **B. "A PUBLIC HEARING TO HEAR PUBLIC COMMENT REGARDING A REZONE REQUEST FOR PART OF LOT 1, CSM 1999 (SOUTH PINE STREET AND STH 11 BYPASS) FROM RM-2/PUD, MULTIPLE-FAMILY RESIDENCE DISTRICT IN A PLANNED UNIT DEVELOPMENT TO B-1, NEIGHBORHOOD BUSINESS DISTRICT"**

The mayor opened the public hearing at 7:10 p.m. Ms. Rita Dietzel 1073 South Pine Street, Unit 201 commented that as one of the owners of the Springbrook Crossing, she wanted to verify what had already been noted that all of the current owners are totally behind the proposed project. The condo owners were concerned with Galesburg, LLC being in financial difficulty as they would not want the LLC to go bankrupt. As condo owners, they would then still be tied to the property. She felt it would be beneficial for the city as well to have the land developed.

A motion was made by Simenson with a second by Vos to close the public hearing. With all in favor, the hearing closed at 7:11 p.m.

### 13. RESOLUTIONS

**A. RESOLUTION 4495(20) "A RESOLUTION TO APPROVE TASK ORDER NUMBER EIGHTY-ONE WITH KAPUR & ASSOCIATES FOR ENGINEERING SERVICES WITH THE MUNICIPAL LANDFILL FOR 2012-2013 IN THE AMOUNT OF \$8,665"**

A request for a second reading and a motion to approve was made by Fischer with a second by Simenson. Vos questioned if this resolution addresses the well abandonment and other issues that concerned the DNR. Tom Foht replied those issues will be addressed in the task order. Roll Call Aye: Bob Prailes, Johnson, Hintz, Jim Prailes, Vos, Rauch, Fischer, Simenson Nay: None Motion carried 8-0

**B. RESOLUTION 4496(21) "A RESOLUTION TO APPROVE A TRAFFIC AND SIGNALIZATION ANALYSIS AGREEMENT WITH KAPUR & ASSOCIATES IN THE AMOUNT OF \$23,732.38"**

The mayor announced this item was being removed from the agenda this evening.

**C. RESOLUTION 4497(22) "A RESOLUTION TO APPROVE A LEASE BETWEEN THE CITY OF BURLINGTON AND ANDREW NABER FOR PROPERTY AT 756 MARYLAND AVENUE"**

A request for a second reading and a motion to approve was made by Johnson with a second by Jim Prailes. Simenson questioned what had changed with this agreement since the last meeting. Atty. Bjelajac explained the lease document dated September 7, 2011 had been changed to a one-year term with an automatic one year renewal. After a two year period, there would then be an option to terminate either from the tenant or landlord with a six month notice. Roll Call Aye: Bob Prailes, Johnson, Hintz, Jim Prailes, Vos, Rauch, Fischer, Simenson Nay: None Motion carried 8-0

**D. RESOLUTION 4498(23) "A RESOLUTION TO CONSIDER PROVIDING FOR THE SALE OF GENERAL OBLIGATION REFUNDING BONDS IN THE NOT-TO-EXCEED AMOUNT OF \$9,400,000"**

A request for a second reading and a motion to approve was made by Jim Prailes with a second by Vos. Roll Call Aye: Bob Prailes, Johnson, Hintz, Jim Prailes, Vos, Rauch, Fischer, Simenson Nay: None Motion carried 8-0

**E. RESOLUTION 4499(24) "A RESOLUTION TO CONSIDER PROVIDING FOR THE SALE OF WATERWORKS SYSTEM REVENUE REFUNDING BONDS IN THE NOT-TO-EXCEED AMOUNT OF \$2,090,000"**

A request for a second reading and a motion to approve was made by Hintz with a second by Jim Prailes. Roll Call Aye: Bob Prailes, Johnson, Hintz, Jim Prailes, Vos, Rauch, Fischer, Simenson Nay: None Motion carried 8-0

**F. RESOLUTION 4502(27) "A RESOLUTION TO APPROVE A CERTIFIED SURVEY MAP FOR PROPERTY LOCATED ON THE SOUTHWEST CORNER OF SOUTH PINE STREET AND THE STH 11 BYPASS"**

A request for a second reading and a motion to approve was made by Vos with a second by Rauch. Roll Call Aye: Bob Prailes, Johnson, Hintz, Jim Prailes, Vos, Rauch, Fischer, Simenson Nay: None Motion carried 8-0

### 14. ORDINANCES

**A. ORDINANCE 1931(8) "AN ORDINANCE TO APPROVE A TEXT AMENDMENT TO CHAPTER 315 OF THE MUNICIPAL CODE REGARDING EXPIRATION OF APPROVED DEVELOPMENT PLANS AND PERMITS"**

A request for a second reading and a motion to approve was made by Rauch with a second by Johnson. Roll Call Ayes: Bob Prailes, Johnson, Hintz, Jim Prailes, Vos, Rauch, Fischer, Simenson Nays: None Motion carried 8-0

**B. ORDINANCE 1932(9) "AN ORDINANCE TO ATTACH PROPERTY TO THE CITY OF BURLINGTON PURSUANT TO WI STATUTE 66.0225 AND THE CITY-TOWN AGREEMENT TO PERMANENTLY ZONE THE ATTACHED LAND AND AMEND THE OFFICIAL MAP OF THE CITY"**

A request for a second reading and a motion to approve was made by Simenson with a second by Hintz. Roll Call Ayes: Bob Prailes, Johnson, Hintz, Jim Prailes, Vos, Rauch, Fischer, Simenson Nays: None Motion carried 8-0

**C. ORDINANCE 1933(10) "AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP BY REZONING LOT 1 OF CSM 1999 (SOUTH PINE STREET) FROM RM-2/PUD, MULTI-FAMILY RESIDENCE DISTRICT IN A PLANNED UNIT DEVELOPMENT TO B-1, NEIGHBORHOOD BUSINESS DISTRICT"**

A request for a second reading and a motion to approve was made by Fischer with a second by Simenson. Roll Call Aye: Bob Prailes, Johnson, Hintz, Jim Prailes, Vos, Rauch, Fischer, Simenson Nay: None Motion carried 8-0

**15. MOTIONS**

**A. MOTION 11-725 "A MOTION TO CONSIDER APPROVING AN EMPLOYEE POSITION AND SALARY RESTRUCTURING POLICY"**

A motion to approve was made by Bob Prailes with a second by Johnson. Roll Call Aye: Bob Prailes, Johnson, Hintz, Jim Prailes, Vos, Rauch, Fischer Nay: Simenson Motion carried 7-1

**18. ADJOURNMENT**

A motion was made by Johnson with a second by Vos to adjourn the meeting. With all in favor, the meeting adjourned at 7:28 p.m.



Beverly R. Gill  
City Clerk  
City of Burlington  
Racine and Walworth Counties



**Administration Department**

300 N. Pine Street, Burlington, WI, 53105

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**Common Council Workshop Minutes**  
**Common Council Chambers, 224 E. Jefferson Street**  
**September 13, 2011**

The Council Workshop began at 7:25 p.m. with the following council members in attendance: Mayor Bob Miller and Aldermen Bob Prailes, Edward Johnson, Peter Hintz, Tom Vos, Steve Rauch, Jeff Fischer and Katie Simenson. Also in attendance: City Administrator Kevin Lahner, Department of Public Works Director Connie Wilson, Public Works Supervisor Dan Jensen, Police Chief Peter Nimmer, Fire Chief Richard Lodle, City Treasurer Steve DeQuaker, Library Director Gayle Falk and Building and Zoning Inspector Patrick Scherrer.

- Mayor Miller gave an overview of the Citizen Budget Partners explaining that it was a group of ten citizens of Burlington chosen by the Council that act as an advisory committee to provide quality feedback for the annual budget.
- City Administrator Kevin Lahner gave a presentation regarding the Citizen Budget Partners results from workshops held in July and August. He explained that the group was given preliminary budgets for 2012 and educated on the various policies and services of the city. After several discussions the group was given an opportunity to vote on which policies and services they felt important to include in the budget.

The highest rated policies included:

- Keeping essential services (road maintenance, park maintenance, plowing and public safety).
- Maintaining street maintenance funding of \$500,000 per year.
- Increasing the hotel/motel tax to 8%.

The lowest rated policies included:

- Sidewalk replacement being fully paid by the property owners.
  - Saving funds towards a new City Hall and Library.
  - Putting money towards downtown revitalization, retaining current library funding and eliminating leaf pick up.
- Alderman Vos questioned whether the low votes for new facilities was due to the economy or based on the idea new facilities weren't needed. Administrator Lahner stated he wasn't sure. Alderman Fischer questioned if funds for new buildings would be similar to the Equipment Replacement Fund currently in place. Administrator Lahner stated it would. Mayor Miller stated this would be more of a savings plan for new buildings instead of having to bond for them when the time comes for replacement.

- Discussion ensued regarding the policy of shutting off water for delinquent water bills as opposed to putting the balance on the real estate tax bill. Public Works Director Wilson stated there are many issues to consider with shutting off water including health and property regulations, PSC rules and labor costs. She further stated that the 2011 third quarter had 360 delinquent bills, the highest it's been. Wilson stated 55% of Wisconsin communities put delinquent water bills on the tax bill and 45% shut off water.
- Discussion ensued regarding raising the hotel/motel tax, currently at 3%, to 8%. Administrator Lahner explained that 70% of the tax received goes to the Chamber of Commerce to promote tourism per state statute. Lahner further stated that the Citizen Budget Partners would like to see the percentage raised and use the City's portion towards beautification of the city.
- Administrator Lahner continued his presentation explaining that the members also felt economic development, city-wide employment increase, volunteerism and shared municipal services with neighboring communities are important.
- Alderman Vos questioned if the members felt their opinions and ideas were influential in the budget process. Administrator Lahner stated he received a lot of positive feedback from the members and felt they were very engaged in the discussions and process. Mayor Miller stated the Citizen Budget Partners was a highly successful experiment and would like to see it continue yearly.
- Alderman Fischer stated he would like to see the annual budget more detailed with items that reflect the various policies, such as brush pick up, road repair, etc. Administrator Lahner responded that staff would do their best to implement more details in the budget.
- Mayor Miller thanked the staff and Citizen Budget Partners members for their work so far with the budget.

The workshop ended at 8:22 p.m.

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Recording Secretary  
Megan E. Johnson  
Assistant to the Administrator



## CITY OF BURLINGTON

### Administration Department

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<b>Common Council Agenda Item Number: 6A</b>	<b>Date:</b> October 4, 2011
<b>Submitted By:</b> Alderman Jim Prailes	<b>Subject:</b> Communications

#### Details:

Communication A – Alderman Jim Prailes will be unable to attend the October 4, 2011 Committee of the Whole and Common Council meetings.

#### Financial Remarks:

None.

#### Executive Action:

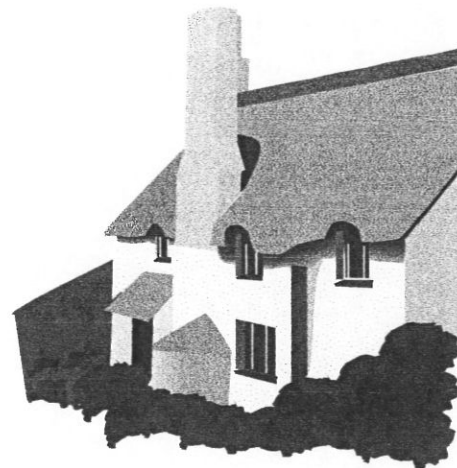
Staff recommends that the Council accept this communication at the October 4, 2011 Common Council meeting.



JAMES PRAILES CONST.  
408 SO. PERKINS BLVD.  
BURLINGTON, WISC. 53105  
763-7322

492-1158 (AREA CODE 262)

TO: CITY OF BURLINGTON  
ATT: BEV GILL



BEV, PLEASE HAVE ME EXCUSED FROM THE OCT. 4th 2011  
COUNCIL MEETING AS I'LL BE OUT OF TOWN AT THAT TIME.

THANK YOU,

JIM PRAILES





## CITY OF BURLINGTON

### Administration Department

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<b>Common Council Agenda Item Number: 8</b>	<b>Date:</b> October 4, 2011
<b>Submitted By:</b> City Staff	<b>Subject:</b> Reports 1-5

#### Details:

Attached please find the following reports:

Report 1 – Board of Public Works minutes, June 16, 2011

Report 2 - Park Board minutes, July 21, 2011

Report 3 – Library Board minutes, August 23, 2011

Report 4 – Historic Preservation Commission minutes, August 25, 2011

Report 5 – Committee of the Whole minutes, September 20, 2011

#### Options & Alternatives:

N/A

#### Financial Remarks:

None.

#### Executive Action:

Staff recommends that the Council accept these reports at the October 4, 2011 Common Council meeting.

**Board of Public Works  
Riverside Park Improvements Bid  
Thursday, June 16, 2011  
9:00 a.m.  
Department of Public Works Building  
2200 South Pine Street**

The Board of Public Works was called to order by Mayor Robert Miller at 9:09 a.m. with the following in attendance: Mayor Robert Miller, Attorney John Bjelajac  
Excused: Alderman Katie Simenson

Also in attendance: Utility Manager Ms. Connie Wilson, Engineering Tech Ms. Judy Gerulat and Mr. Gil Jevne of SSA Design Group, Inc.

A motion was made by Bjelajac with a second by Miller to approve the Board of Public Works minutes from Thursday, March 31, 2011. With all in favor, the motion carried.

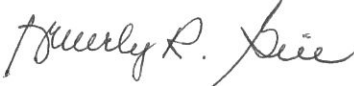
The following bids were opened:

	Bidder No.1	Bidder No. 2	Bidder No. 3	Bidder No. 4
	RR Walton Whitewater, Wi	CHILS Eagle, Wi	Augie's Excavating Burlington, Wi	Native Construction Kansasville, Wi
Total Base Bid	\$152,786.25	\$141,748.36	\$134,843.68	\$155,622.50
Bid Bond	Yes	Yes	Yes	Yes

A motion was made by Bjelajac to refer the bids to SAA Design Group, Inc. for recommendation. Miller seconded the motion and with all in favor the motion carried.

A motion was made by Bjelajac to adjourn the meeting. Miller seconded the motion and with all in favor, the meeting adjourned at 9:20 a.m.

Respectfully submitted,



Beverly R. Gill  
City Clerk  
City of Burlington  
Racine and Walworth County



**Department of Public Works**

Street & Park and Water Departments  
2200 S. Pine Street, Burlington, WI 53105  
(262) 539 -3770 (262) 539-3773  
www.burlington-wi.gov

**CITY OF BURLINGTON PARK BOARD MINUTES**  
**THURSDAY, July 21, 2011, 6:30**  
**2200 S. Pine Street, Burlington, WI 53105**

Chairman Darrel Eisenhardt, Commissioners Clay Brandt, Tom Follis, Kelly Kamlager, Jon Schultz, Peter Turke, Alderman Bob Prailes, Director of Public Works Connie Wilson

**Chairman Darrel Eisenhardt called the meeting to order at 6:34 PM.**

**Roll Call:** Present: Commissioners Clay Brandt, Jon Schultz, Peter Turke, Alderman Bob Prailes, DPW Director Connie Wilson and Chairman Darrel Eisenhardt. Excused: Tom Follis, Kelly Kamlager arrived at 6:37 PM.

**Approval of June 16, 2011 Minutes:** Chairman Eisenhardt entertained a motion for approval of the June 16, 2011 Minutes. Motion to approve made by Alderman Prailes. Seconded by Commissioner Turke. All voted aye, motion carried.

**Citizens Comments:** Peter Girolomo, President of the Dog Park Committee was present and distributed the Burlington Dog Park Balance Sheet. He also asked the Park Board if there was a policy regarding signs for the Dog Park being purchased by political groups. The Park Board was unsure, but would check the rules and have the answer at the August 18<sup>th</sup> meeting.

Neither the Dog Park Committee nor the Park Board have heard from Matt De Foe regarding status of the his Eagle Scout project installing a 50X100 chain link fence for small dogs at the Dog Park. They thought perhaps he was still in the fund raising stage of his project.

**Aldermanic Report:** Alderman Bob Prailes stated \$2000 had already been paid to Schreiber Anderson for their work done on the grant application (connecting Echo and Steinhoff Parks) and although the grant application was being sent it, the Park Board would retain the right to accept or reject the grant if approved.

**DPW Supervisor Report:** Director of Public Works, Connie Wilson reported the Riverside Contract was going to be signed within the next few days, and construction would be starting approximately the first week in August.

Connie Wilson also stated the DPW Supervisor had been hired. His name is Dan Jensen, and he would be starting on August 1<sup>st</sup>. She would have him attend the next Park Board meeting to meet the Park Board members.

**New Business:**

**Status of Grant Application Payment/Echo to Steinhoff:** Reported above under Aldermanic Report.

**Park Fund Balances:** The Park Fund balance sheets were distributed. Chairman Eisenhardt pointed out the sheets did not balance and were confusing the way they were printed. Alderman Prailes thought there should be approximately \$120,000 balance in the Park Funds after the City's portion is paid for the project at Riverside. Alderman Prailes stated he would meet with Steve DeQuaker, Treasurer, prior to the next meeting to have each line item explained, and report back to the Park Board.

**Old Business**

**Riverside Park:** Reported above under Alderman's Report.

**Other Items:** Chairman Eisenhardt distributed the Baseball 2000 Summary of Receipts and Disbursement through July 20, 2011.

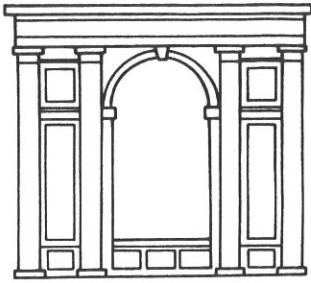
The Park Board discussed touring each City Park to see what they envision for the future. All thought it would be a good idea, especially with the new DPW Supervisor starting. September 15, 2011 at 4:00 P.M. was chosen to tour the parks, prior to the regular Park Board meeting. Alderman Prailes will arrange for transportation.

**There being no further items for discussion, Chairman Eisenhardt entertained a motion for adjournment. Motion to adjourn made by Commissioner Brandt. Seconded by Commissioner Kamlager. All voted aye, and Chairman Eisenhardt adjourned the meeting at 7:21 P.M.**

**Minutes respectfully submitted by:**

  
Deb Rintamaki

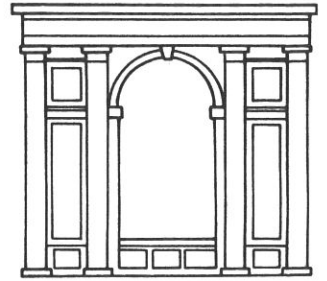
**Department of Public Works**



# Burlington Public Library

166 East Jefferson Street • Burlington, Wisconsin 53105  
(262) 763-7623 • Fax (262) 763-1938

[www.burlingtonlibrary.org](http://www.burlingtonlibrary.org)



## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, August 23, 2011 in the Burlington Public Library Meeting Room. Present were Steve Rauch, Pat Hoffman, Penny Torhorst, Kay Pockat, and Dianne Boyle. Excused was Scott Johnson, Pat Hurley, Mike Kelly, and Dr. David Moyer. Also present were Library Director Gayle Falk and Administrative Assistant Linda Berndt.

Torhorst called the meeting to order at 4:07.

Minutes of the July 19, 2011 meeting were approved. Hoffman moved, and Boyle seconded. Motion passed.

The August 2011 General Fund Bills, Prepaids, Reimbursements and July 2011 General Fund Deposits were discussed and approved. Hoffman moved approval and Rauch seconded. Motion passed.

Hoffman moved and Pockat seconded the motion to approve the August Trust Fund Bills and the July Trust Fund Deposits. Motion passed.

Committee Reports: Falk reminded everyone that there will be a personnel meeting before the September 27<sup>th</sup> meeting at 3:15. The Finance committee will meet at 3:30 also on September 27<sup>th</sup>.

Federated Library Report: Falk reported on the Wing Spread conference. The emphasis is on not duplicating efforts. Racine Library would like to consolidate cataloging and ordering of materials through their catalog department.

## Old Business:

Computer Project: The Friends computer fundraiser is well under way. The computers and tables have arrived. Our current six Internet computers have been moved to one of the new tables. Staff has been trained on the software that will enable patrons to sign themselves onto computers, using their library card. Fines over \$10 need to be paid as blocked cards won't work. The computers manage user's time automatically. Out of state users without a library card can sign on at the front desk with a drivers license or a valid ID. Printing will be picked up at the circulation desk, and each printed page will cost ten cents. Previously, patrons were allowed some free copies.

Budget Update: There was nothing new about the budget. We should have information before the next meeting.

## New Business:

Update on Board member contact information: Falk asked how everyone wanted to get their information for the board meetings. Torhorst and Rauch want to get their information through email. Rauch asked for his information to be emailed to his aldermanic account. Pockat, Hoffman and Boyle want to get the information through regular mail.

Board signatures for Trust Fund: Falk had Torhorst and Hoffman sign the signature papers for trust fund accounts. Johnson will be signing soon.

City Employee Picnic: The City is having an Employee Picnic on Friday, September 16<sup>th</sup> at Echo Park, and city offices will be closing at 2:00 for the day. Falk asked the Board if the library should also close at 2:00 that day so our employees can attend the picnic. Boyle moved and Pockat seconded the motion to close the Library at 2:00 on Friday, September 16<sup>th</sup> so the library employees can attend the City Employee Picnic. Motion passed.

## Directors Report:

Monthly Report: The circ numbers are up and the walk in numbers are down.

The inside pane of glass on the Jefferson Street door was damaged between closing time Saturday and opening time Monday. (The security of the building was not compromised.) A replacement pane has been ordered and will be installed in about a week.


BPL in the news: There is a Thank You card from Mary Coppernoll to Elena for bringing the book bags to her school. There was also a Thank You card from Sarah Tolle for the library's participation in the Music Matters Chocolate Walk this year. The Library won the Spirit award.

Public Communication to the Board: There is nothing at this time.

Meeting was adjourned at 4:35 PM. Boyle moved and Pockat seconded. Motion passed.

Our next meeting will be on Tuesday, September 27<sup>th</sup> at 4:00 PM in the Burlington Public Library meeting room.

Respectfully submitted,



Steve Rauch  
Aldermanic Representative



# City of Burlington

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## HISTORIC PRESERVATION COMMISSION MEETING MINUTES THURSDAY, AUGUST 25, 2011

### **Call to Order**

The meeting was called to order by Chairman Stelling at 6:30 p.m.

### **Roll Call**

Present: Chairman Tom Stelling, Commissioners Peter DeRosier, Peter Hintz, and Judy Stone were present. Commissioner Joel Weis was excused. Commissioner Erickson arrived at 6:36 p.m. Also present were Building Inspector/Zoning Administrator Patrick Scherrer and Stephanie Schulte of Racine County Economic Development Corporation.

### **Citizen Comments**

There were no citizen comments.

### **Approval of June 23, 2011 Minutes**

Chairman Stelling entertained a motion. Commissioner DeRosier motioned to approve the minutes of the June 23, 2011 meeting. Commissioner Veronico seconded. All aye. Motion carried.

### **256 E. Chestnut St., Mike and Nickie Sullivan, Certificate of Appropriateness**

Mike and Nickie Sullivan, owners of the building, were present. They stated that road construction vibration has made replacing the aluminum windows and metal panels on outside of building and tuckpointing necessary again. The Sullivan's inquired as to whether they could possibly get two grants if it is determined that there are two buildings there after the aluminum facade is removed. Chairman Stelling stated that a response team visit can be made at that time to make a determination. Judy Stone stated that windows on one half are lower. Chairman Stelling entertained a motion and Commissioner DeRosier motioned and Commissioner Erickson to recommended the Certificate of Appropriateness to the Common Council for windows, panel and tuckpointing. All aye and motion carried.

Chairman Stelling stated that this motion recodifies the original Certificate of Appropriateness as of August 25, 2011. He further entertained a motion. Commissioner Erickson motioned and Commissioner DeRosier seconded to approve the façade grant in the amount of \$5,000 per the conditions in Meehan and Co. memorandum dated July 18, 2011 and the Façade Grant



recommendation of Stephanie Schulte of Racine County Economic Development Corporation as follows respectively:

- MEEHAN AND CO.

1. The application and various other attached materials submitted to the City by the applicant for the "Certificate of Appropriateness" in compliance with Sections 315-42B. and E. and 315-139 of the City of Burlington Zoning Ordinance.
2. While the location of signage is shown on the proposed front (south) elevation and existing side (east) elevation, no new signage, exterior lighting, or awnings have been submitted by the applicant or are proposed at this time. Any such proposal shall require specific application, review, and approval by the Historic Preservation Commission.
3. Masonry and storefront material types, colors, and workmanship are to match the historic mortar and brick (including the historic placement and tuck-pointing style and the application) and storefront. Masonry restoration and repair is not to include any type of cleaning or application of surface treatment such as paint or stain to the masonry.
4. Samples of paint shall be provided to the Historic Preservation Commission for its review and approval prior to the issuance of a Certificate of Appropriateness.
5. Since decorative brackets are indicated beneath the first and second floor cornices, the Historic Preservation Commission will need to determine if it needs to see additional drawings of the brackets which are proposed by the applicant.
6. Any additional conditions which may be recommended by the Historic Preservation Commission consistent with City Zoning Ordinance requirements for the HPO Historic Preservation Overlay District.

- RCEDC

1. Applicant will provide invoices and/or receipts and lien waivers to the HPC to ensure compliance with the original application.
2. Applicant will wait to perform this work until Common Council takes final action on approval.
3. If the project is not completed and if the façade grant is not disbursed within six months, the HPC reserves the right to rescind the allotted grant amount.



A roll call vote was taken: Stelling: Aye; DeRosier: Aye; Erickson: Aye; Hintz: Aye; Stone: Aye; Veronico: Aye; Weis: Excused. All aye. Motion carried.

#### **189 E. Chestnut St., Chase Bank, Certificate of Appropriateness and Sign Permit Application**

Chairman Stelling entertained a motion. Commissioner Erickson motioned to approve the signage package except for Item B because there is no awning in the package. Commissioner Stone seconded. All aye. Motion carried.

#### **256 E. Chestnut St., Chocolate Expressions, Sign Permit Application**

Chairman Stelling stated there needs to be more seriffs on the lettering of the sign in order for it to be more historic in appearance. He then entertained a motion. Chairman Erickson motioned to approve the Certificate of Appropriateness to the Common Council for the signage with the colors SW 7283 Revival Gray and Copper Red SW 2839 with font change and needed seriffs. Commissioner DeRosier seconded. All aye. Motion carried.

#### **166 E. Jefferson, Burlington Public Library, Certificate of Appropriateness**

Chairman Stelling entertained a motion. Commissioner DeRosier motioned to recommend approval of the Certificate of Appropriateness to the Common Council to scrape, power wash, trim and paint. Commissioner Hintz seconded. All aye and motion carried. Chairman Stelling state there can't be high water pressure on wood and that Brian Wood, maintenance man should contact him if restoration is needed and he will recommend "albatron" which is a "plastic wood".

#### **Discussion of Current Projects and Response Team Visits.**

Chocolate Expressions, 256 E. Chestnut St.- The commission was informed by Chairman Stelling that this is still being worked on.

Michael Melby (Wisconsin Craftsman) – The commission was informed by Chairman Stelling that there is nothing new to report.

Trend Setters, 388 N. Pine St. – The commission was shown a picture of the new awning. It was agreed by the commission that this item can be removed from the current projects list.

Mark Starzyk, 404 N. Pine St. – The commission was informed by Chairman Stelling that the entrance door has been restored and it was agreed by the commission that this item can be removed from the current projects list.

Bob Wetzal, B. W. Surveying, 412 N. Pine St. – It was agreed by the commission that this project is done and that this item can be removed from the current projects list.

Jasmine Tree, 109 E. Chestnut St. – The commission was informed by Patrick Scherrer that this building has been painted and it was agreed that this item can be removed from the current projects list.

**Discussion regarding issuing expirations of approvals of various plans and approvals by the City .**

Chairman Stelling stated that the city is considering a 12 month expiration for Certificates of Appropriateness and wants a recommendation from the HPC commission. Chairman Stelling entertained a motion. Commissioner Veronico motioned and Commissioner Erickson seconded to recommend the 12 month expiration for Certificates of Appropriateness to the Common Council. All aye. Motion carried.

**CLG subgrant matter – members will need to indicate if they would like to be part of the interviews for choosing a company that will be doing the survey of the historical places in Burlington.**

Stephanie Schulte of RCEDC stated that she has received three new proposals for the survey work. Our \$25,000 grant given by the State will be applied towards the proposal that is accepted. Chairman Stelling stated that we will extend an invitation to Don Vande Sande, director of the Burlington Historical Society to be involved in the interview process. The interview team would then consist of Thomas Stelling Chairman of Historic Preservation Commission, Stephanie Schulte of Racine County Economic Development Corporation and Mr. Vande Sande contingent on his acceptance.

**Review of Grant Funding Status**

Chairman Stelling stated there is \$24,000 in unobligated funds.

**Discussion Concerning Potential/Future Projects and Notices of Violations in the Historic Preservation Overlay District**

Pat Scherrer stated that Lucky Mojo's (460 N. Pine St.) has been painted (since being cited for such in a "Notice of Violation").

**Adjournment**

Chairman Stelling entertained a motion. Commissioner Erickson moved to adjourn the meeting and Commissioner DeRosier seconded. All aye. Motion carried. The meeting was adjourned at 7:27 P.M.

Respectfully submitted,



June Bobier  
Administrative Assistant  
City of Burlington



## CITY OF BURLINGTON

### City Clerk

300 N. Pine Street, Burlington, WI, 53105  
(262) 342-1161 – (262) 763-3474 fax  
[www.burlington-wi.gov](http://www.burlington-wi.gov)

<b>Common Council Agenda Item Number: 10</b>	<b>Date:</b> October 4, 2011
<b>Submitted By:</b> Beverly R. Gill, City Clerk	<b>Subject:</b> Licenses

#### Details:

Please see the attached list of Operator's and Business Licenses for approval.

#### Operator's Licenses

Herbst, Kristin R.  
Ippolito, Vickey L.  
Perry, Marleah M.  
Renner, Heather M.  
Schubert, Jonathan P.

#### Special Event

Name: Todd Greene/Todd Greene Music Studio  
Address: 332 Kendall Street  
Explanation: To provide free music concerts to the public  
Location: Echo Park  
Dates: June 14, 28,  
July 12, 26  
August 9, 23  
September 13  
Time: 6:30-8:30 p.m.

#### Financial Remarks:

Applicants are charged a fee of which a portion funds the background checks performed by the Police Department. Business licenses fees are calculated on a case by case basis depending on the type of license applied.

#### Executive Action:

Staff recommends the Common Council accept the presented licenses at the October 4, 2011 Council meeting.



City of Burlington  
Special Event Permit Application

Applicant Name: TOOD GREENE (TOOD GREENE MUSIC STUDIOS)

Address & Phone: 262-455-5860 332 Kendall St.

Group Represented: TOOD GREENE MUSIC STUDIOS

Application Date: 9/6/2011

Nature of Event: ☒ Festival ☐ Parade ☐ Bike Race/Ride ☐ Foot Race/Run ☐ March/Processional ☐ Rally  
☐ Demonstration ☐ Circus ☐ Other: \_\_\_\_\_

Description of Event: (Describe what you are planning so that reviewing officials can determine whether city services (Police, DPW, Building Inspection, Health Officer, Fire Department) will be needed and to what extent): 2nd + 4th Thurs. Event Just Like

Waterford's River Rhythms. (They Meet 1st + 4th Thurs.) Music Concert Free & Public.  
2012 (June 14, 28) (July 12, 26) (August 9, 23) (September 13) 6:30-8:30

Event Location: ECHO PARK

Expected Attendance: 3-7 hundred

Map Requirement: If you are planning a foot or bicycle race run ride parade you must include a detailed map of the proposed route. A map or diagram may also be useful in depicting other types of events as well.

**POLICE DEPARTMENT REVIEW**

Approval Recommended: YES NO

Estimated Police Man Hours Required: \_\_\_\_\_

If NO, reason: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**DPW STREETS & PARKS REVIEW**

Approval Recommended: YES NO

Estimated DPW Hours Required: \_\_\_\_\_

If NO, reason: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING INSPECTION REVIEW**

Approval Recommended: YES NO

Est. Building Inspection Hours Required: \_\_\_\_\_

If NO, reason: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**HEALTH OFFICER REVIEW**

Approval Recommended: YES NO

Estimated Health Officer Hours Required: \_\_\_\_\_

If NO, reason: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**FIRE DEPARTMENT REVIEW**

Approval Recommended: YES NO

Estimated Fire Dept. Hours Required: \_\_\_\_\_

If NO, reason: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_



City of Burlington  
Special Event Permit Application

Applicant Name: TOOD GREENE (TOOD GREENE MUSIC STUDIOS)

Address & Phone: 262-455-5860 332 Kendall St.

Group Represented: TOOD GREENE MUSIC STUDIOS

Application Date: 9/6/2011

Nature of Event: ☒ Festival ☐ Parade ☐ Bike Race/Ride ☐ Foot Race/Run ☐ March/Processional ☐ Rally  
☐ Demonstration ☐ Circus ☐ Other: \_\_\_\_\_

Description of Event: (Describe what you are planning so that reviewing officials can determine whether city services (Police, DPW, Building Inspection, Health Officer, Fire Department) will be needed and to what extent):

2nd + 4th Thurs. Event Just Like  
Waterford's River Rhythms. (They Meet 1st + Think  
Thurs.) Music Concert Free & Public.  
2012 (June 14, 28) (July 12, 26) (August 9, 23) (September 13) 6:30-8:30

Event Location: ECHO PARK

Expected Attendance: 3-7 hundred

Map Requirement: If you are planning a foot or bicycle race run ride parade you must include a detailed map of the proposed route. A map or diagram may also be useful in depicting other types of events as well.

**POLICE DEPARTMENT REVIEW**

Approval Recommended: ☒ YES ☐ NO

If NO, reason: \_\_\_\_\_

Estimated Police Man Hours Required: 0

Reviewed By: Malp Date: 09-12-11

**DPW STREETS & PARKS REVIEW**

Approval Recommended: ☐ YES ☐ NO

If NO, reason: \_\_\_\_\_

Estimated DPW Hours Required: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING INSPECTION REVIEW**

Approval Recommended: ☐ YES ☐ NO

If NO, reason: \_\_\_\_\_

Est. Building Inspection Hours Required: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**HEALTH OFFICER REVIEW**

Approval Recommended: ☐ YES ☐ NO

If NO, reason: \_\_\_\_\_

Estimated Health Officer Hours Required: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**FIRE DEPARTMENT REVIEW**

Approval Recommended: ☐ YES ☐ NO

If NO, reason: \_\_\_\_\_

Estimated Fire Dept. Hours Required: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

City of Burlington  
Special Event Permit Application

Applicant Name: Todd Greene (Todd Greene Music Studios)

Address & Phone: 262-455-5860 332 Kendall St.

Group Represented: Todd Greene Music Studios

Application Date: 9/6/2011

Nature of Event: ☒ Festival ☐ Parade ☐ Bike Race/Ride ☐ Foot Race/Run ☐ March/Processional ☐ Rally  
☐ Demonstration ☐ Circus ☐ Other: \_\_\_\_\_

Description of Event: (Describe what you are planning so that reviewing officials can determine whether city services (Police, DPW, Building Inspection, Health Officer, Fire Department) will be needed and to what extent): 2nd + 4th Thurs. Event Just Like

Waterford's River Rhythms. (They Meet 1st + 4th Thurs.) Music Concert Free & Public.

2012 (June 14, 28) (July 12, 26) (August 9, 23) (September 13) 6:30-8:30

Event Location: Echo Park

Expected Attendance: 3-7 hundred

Map Requirement: If you are planning a foot or bicycle race run ride parade you must include a detailed map of the proposed route. A map or diagram may also be useful in depicting other types of events as well.

**POLICE DEPARTMENT REVIEW**

Approval Recommended: YES NO

Estimated Police Man Hours Required: \_\_\_\_\_

If NO, reason: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**DPW STREETS & PARKS REVIEW**

Approval Recommended: ☒ YES ☐ NO

Estimated DPW Hours Required: UNKNOWN  
2 man hours?

If NO, reason: \_\_\_\_\_

Reviewed By: David J. Jensen Date: 9/26/11

**BUILDING INSPECTION REVIEW**

Approval Recommended: YES NO

Est. Building Inspection Hours Required: \_\_\_\_\_

If NO, reason: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**HEALTH OFFICER REVIEW**

Approval Recommended: YES NO

Estimated Health Officer Hours Required: \_\_\_\_\_

If NO, reason: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**FIRE DEPARTMENT REVIEW**

Approval Recommended: YES NO

Estimated Fire Dept. Hours Required: \_\_\_\_\_

If NO, reason: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_



City of Burlington  
Special Event Permit Application

Applicant Name: TOOD GREENE (TOOD GREENE MUSIC STUDIOS)

Address & Phone: 262-455-5860 332 Kendall St.

Group Represented: TOOD GREENE MUSIC STUDIOS

Application Date: 9/6/2011

Nature of Event: ☒ Festival ☐ Parade ☐ Bike Race/Ride ☐ Foot Race/Run ☐ March/Processional ☐ Rally  
☐ Demonstration ☐ Circus ☐ Other: \_\_\_\_\_

Description of Event: (Describe what you are planning so that reviewing officials can determine whether city services (Police, DPW, Building Inspection, Health Officer, Fire Department) will be needed and to what extent): 2nd + 4th Thurs. Event Just Like

Waterford's River Rhythms. (They Meet 1st + Think  
Thurs.) Music Concert Free & Publ. t.  
2012 (June 14, 28) (July 12, 26) (August 9, 23) (Sept 13) 6:30-8:30

Event Location: ECHO PARK

Expected Attendance: 3-7 hundred

Map Requirement: If you are planning a foot or bicycle race run ride parade you must include a detailed map of the proposed route. A map or diagram may also be useful in depicting other types of events as well.

**POLICE DEPARTMENT REVIEW**

Approval Recommended: YES NO  
If NO, reason: \_\_\_\_\_

Estimated Police Man Hours Required: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**DPW STREETS & PARKS REVIEW**

Approval Recommended: YES NO  
If NO, reason: \_\_\_\_\_

Estimated DPW Hours Required: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING INSPECTION REVIEW**

Approval Recommended: YES NO  
If NO, reason: \_\_\_\_\_

Est. Building Inspection Hours Required: 0

Reviewed By: PAT SCHENNER Date: 9/7/11

**HEALTH OFFICER REVIEW**

Approval Recommended: YES NO  
If NO, reason: \_\_\_\_\_

Estimated Health Officer Hours Required: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**FIRE DEPARTMENT REVIEW**

Approval Recommended: YES NO  
If NO, reason: \_\_\_\_\_

Estimated Fire Dept. Hours Required: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_



**City of Burlington  
Special Event Permit Application**

Applicant Name: TODD GREENE (TODD GREENE MUSIC STUDIOS)  
 Address & Phone: 262-455-5860 332 Kendall St  
 Group Represented: TODD GREENE MUSIC STUDIOS  
 Application Date: 9/6/2011

Nature of Event: ☒ Festival ☐ Parade ☐ Bike Race/Ride ☐ Foot Race/Run ☐ March/Processional ☐ Rally  
☐ Demonstration ☐ Circus ☐ Other: \_\_\_\_\_

Description of Event: (Describe what you are planning so that reviewing officials can determine whether city services (Police, DPW, Building Inspection, Health Officer, Fire Department) will be needed and to what extent): 2nd + 4th Thurs. Event Just Like

Waterford's River Rhythms. (They Meet 1st + 4th Thurs.) Music Concert From 2 P.M. to 8:30 P.M.

(2012) (June 14, 28) (July 12, 26) (August 9, 23) (September 13) 6:30-8:30

Event Location: ECHO PARK

Expected Attendance: 3-7 hundred

Map Requirement: If you are planning a foot or bicycle race run ride parade you must include a detailed map of the proposed route. A map or diagram may also be useful in depicting other types of events as well.

**POLICE DEPARTMENT REVIEW**

Approval Recommended: YES NO  
 If NO, reason: \_\_\_\_\_

Estimated Police Man Hours Required: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**DPW STREETS & PARKS REVIEW**

Approval Recommended: YES NO  
 If NO, reason: \_\_\_\_\_

Estimated DPW Hours Required: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING INSPECTION REVIEW**

Approval Recommended: YES NO  
 If NO, reason: \_\_\_\_\_

Est. Building Inspection Hours Required: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**HEALTH OFFICER REVIEW**

Approval Recommended: ☒ YES NO  
 If NO, reason: \_\_\_\_\_

Estimated Health Officer Hours Required: 0

Reviewed By: CPayman Date: 9/12/2011

**FIRE DEPARTMENT REVIEW**

Approval Recommended: YES NO  
 If NO, reason: \_\_\_\_\_

Estimated Fire Dept. Hours Required: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

City of Burlington  
Special Event Permit Application

Applicant Name: TOOD GREENE (TOOD GREENE MUSIC STUDIOS)

Address & Phone: 262-455-5860 332 Kendall St.

Group Represented: TOOD GREENE MUSIC STUDIOS

Application Date: 9/6/2011

Nature of Event: ☒ Festival ☐ Parade ☐ Bike Race/Ride ☐ Foot Race/Run ☐ March/Processional ☐ Rally  
☐ Demonstration ☐ Circus ☐ Other: \_\_\_\_\_

Description of Event: (Describe what you are planning so that reviewing officials can determine whether city services (Police, DPW, Building Inspection, Health Officer, Fire Department) will be needed and to what extent): 2nd + 4th Thurs. Event Just Like

Waterford's River Rhythms. (They Meet 1st + 4th Thurs.) Music Concert Free & Public.

2012 (June 14, 28) (July 13, 26) (August 9, 23) (September 13) 6:30-8:30

Event Location: ECHO PARK

Expected Attendance: 307 hundred

Map Requirement: If you are planning a foot or bicycle race run ride parade you must include a detailed map of the proposed route. A map or diagram may also be useful in depicting other types of events as well.

**POLICE DEPARTMENT REVIEW**

Approval Recommended: YES NO

Estimated Police Man Hours Required: \_\_\_\_\_

If NO, reason: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**DPW STREETS & PARKS REVIEW**

Approval Recommended: YES NO

Estimated DPW Hours Required: \_\_\_\_\_

If NO, reason: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING INSPECTION REVIEW**

Approval Recommended: YES NO

Est. Building Inspection Hours Required: \_\_\_\_\_

If NO, reason: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**HEALTH OFFICER REVIEW**

Approval Recommended: YES NO

Estimated Health Officer Hours Required: \_\_\_\_\_

If NO, reason: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**FIRE DEPARTMENT REVIEW**

Approval Recommended: ☒ YES ☐ NO

Estimated Fire Dept. Hours Required: 0

If NO, reason: \_\_\_\_\_

Reviewed By: [Signature] Date: 9/7/2011



## CITY OF BURLINGTON

### Administration Department

300 N. Pine Street, Burlington, WI, 53105

(262) 342-1161 – (262) 763-3474 fax

[www.burlington-wi.gov](http://www.burlington-wi.gov)

<b>Common Council Item Number: 12A</b>	<b>Date:</b> October 4, 2011
<b>Submitted By:</b> Kevin Lahner, City Administrator	<b>Subject:</b> A Public Hearing regarding the vacation of the ROW of the former Yahnke Road.

#### Details:

A Public Hearing to hear public comment regarding vacating a public right-of-way known as Yahnke Road lying between Hidden Creek Lane and the Burlington Bypass with reversion of title to such land to the abutting property owner at Lot 1 of CSM 1999 and to amend the Official Map of the City of Burlington accordingly.

Resolution 4494(19) proposes to vacate the right-of-way for the former Yahnke Road adjacent to the Spring Brook Crossing condominium development. As you are aware, upon the opening of the Bypass, the Department of Transportation has removed the portion of Yahnke Road which is located within the boundary of the city limits of Burlington. In our Developer's Agreement with the owners of Springbrook Crossing, the City indicated that the developer would have access to the former right-of-way of Yahnke Road once the Burlington Bypass was completed.

The Burlington Bypass is now open, the road has been removed and there is a pending sale of a portion of the former Springbrook Crossing subdivision. After discussions with the Department of Transportation, they advised us that the Yahnke Road right-of-way currently owned by the DOT had to be vacated by the City before it could be attached to this development. Once the vacation has occurred, the DOT is going to deed the portion of the roadway previously promised to the owners of Springbrook Crossing. Please note that we are retaining an access easement to our lift station in this area and will be supplied with an access road.

#### Options & Alternatives:

For public comment only.

#### Financial Remarks: N/A

#### Executive Action:

This item is for public comment at the October 4, 2011 Common Council meeting for consideration.

**CITY OF BURLINGTON  
NOTICE OF HEARING**

**NOTICE IS HEREBY GIVEN** by the Common Council of the City of Burlington, Racine County, Wisconsin, that a public hearing and action on a Resolution providing for the discontinuance of an unimproved public right-of-way will be held by the Common Council in the Council Chambers at the Police Department, 224 East Jefferson Street, Burlington, Wisconsin during the meeting of the Common Council on October 4, 2011 beginning at 6:30 P.M. or shortly thereafter.

Said Resolution is to vacate an unimproved public right-of-way identified as Yahnke Road lying between Hidden Creek Lane and the Burlington Bypass is identified as follows:

Beginning at the SW corner of Lot 1 of CSM 1999 recorded as Document #1602466 in the Racine County Registry, thence with the southerly line of said CSM 1999 N83°25'43"E, 476.62' to a point on the west line of STH 83; thence with said westerly line S15°13'41"W, 109.64' to a point on the northerly line of STH 11 Burlington Bypass, thence with said north line S85°43'16"W, 423.17' to a point; thence leaving said north line N15°19'47"W, 85.97 to the point of beginning. Said right-of-way to be vacated contains 0.97 acres.

The reversion of title to such land to the abutting property owner at Lot 1 of CSM 1999 and to amend the Official Map of the City of Burlington accordingly.

**NOTICE IS FURTHER GIVEN** that at said hearing opportunity will be given to any person or persons, whether or not represented by agent or attorney, to be heard either for or against the requested street discontinuance, title reversion and map amendment; and

**FURTHER** that owners of frontage on the portion of the street to be discontinued or within 2,650 feet of the ends of the portion to be discontinued have the right to file written objection to the proposed discontinuance pursuant to Wis. Stat. s.66.1003.

Dated at Burlington, Wisconsin, this 8<sup>th</sup> day of September, 2011.

BY ORDER OF THE COMMON COUNCIL  
Beverly Gill, Clerk

Posted 9/8/2011

Published as a Class III Notice in the Burlington Standard Press on 9/8/11, 9/15/11 and 9/22/11.





## CITY OF BURLINGTON

### Administration Department

300 N. Pine Street, Burlington, WI, 53105

(262) 342-1161 – (262) 763-3474 fax

[www.burlington-wi.gov](http://www.burlington-wi.gov)

<b>Common Council Item Number: 13A</b>	<b>Date:</b> October 4, 2011
<b>Submitted By:</b> Kevin Lahner, City Administrator	<b>Subject:</b> Resolution 4494(19) to approve the vacation of the ROW of the former Yahnke Road.

#### Details:

The attached resolution vacates the right-of-way for the former Yahnke Road adjacent to the Spring Brook Crossing condominium development. As you are aware, upon the opening of the Bypass, the Department of Transportation has removed the portion of Yahnke Road which is located within the boundary of the city limits of Burlington. In our Developer's Agreement with the owners of Springbrook Crossing, the City indicated that the developer would have access to the former right-of-way of Yahnke Road once the Burlington Bypass was completed.

The Burlington Bypass is now open, the road has been removed and there is a pending sale of a portion of the former Springbrook Crossing subdivision. After discussions with the Department of Transportation, they advised us that the Yahnke Road right-of-way currently owned by the DOT had to be vacated by the City before it could be attached to this development. Once the vacation has occurred, the DOT is going to deed the portion of the roadway previously promised to the owners of Springbrook Crossing. Please note that we are retaining an access easement to our lift station in this area and will be supplied with an access road.

This resolution was introduced on August 17<sup>th</sup>. The vacation process requires a 40 day waiting period between the introduction of the resolution and adoption by the Common Council. This is the final step in the process.

#### Options & Alternatives:

The Common Council could deny the request. However, please note that the vacation of the right-of-way was originally anticipated in the Developer's Agreement between the City and the former developer of Springbrook Crossing. The property has no value to the city and the roadway has been removed.

#### Financial Remarks: N/A

#### Executive Action:

This item was introduced at the August 17, 2011 Committee of the Whole meeting, the September 13, 2011 Plan Commission and is placed on the October 4, 2011 Common Council meeting for consideration.

**A RESOLUTION TO VACATE AN PUBLIC RIGHT-OF-WAY IDENTIFIED  
AS YAHNKE ROAD WEST OF SOUTH PINE STREET AND NORTH OF THE  
BURLINGTON BYPASS IN THE CITY OF BURLINGTON, WITH REVERSION  
OF TITLE TO THE ABUTTING PROPERTY OWNER LANDS PURSUANT TO  
WIS. STAT. § 66.1005; AND TO AMEND THE OFFICIAL MAP OF THE CITY  
OF BURLINGTON TO SHOW THE SAME**

**WHEREAS** the Common Council of the City of Burlington has the power to discontinue the whole or any part of any street within the corporate limits of the City pursuant to Wis. Stat. § 66.1003 when the public interest requires it; and

**WHEREAS** the discontinuance of a public right-of-way results in reversion of title to the owner of the adjoining land pursuant to Wis. Stat. § 66.1005; and

**WHEREAS** the Common Council of the City of Burlington has the power to amend the official map of the City of Burlington pursuant to Wis. Stat. § 62.23(6); and

**WHEREAS** Yahnke Road lying between Hidden Creek Lane and the Burlington Bypass, west of South Pine Street in the City of Burlington was dedicated as public right-of-way;

**WHEREAS** this Resolution was introduced to the Common Council at its meeting held on \_\_\_\_\_, 2011; and

**WHEREAS** the Plan Commission recommended to the Common Council the adoption of this Resolution at its meeting held on \_\_\_\_\_, 2011; and

**WHEREAS** the Common Council held a public hearing on this Resolution at least 40 days after introduction of this Resolution, after the required notice to the abutting property owners and publication of a Class 3 notice, pursuant to Wis. Stat. § 66.1003 on \_\_\_\_\_, 2011; and

**WHEREAS** the Common Council of the City of Burlington has considered whether such vacation would be in the public interest, and hereby determines that it is in the public interest to vacate, abandon and discontinue the described portion of said dedicated street, and as much land as is feasible should be returned to the tax rolls.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Burlington, pursuant to the above and Wis. Stat. § 66.1003, that a public right-of-way identified as Yahnke Road lying between Hidden Creek Lane and the Burlington Bypass, west of South Pine Street in the City of Burlington as reflected on the Exhibit attached hereto and made a part hereof, is hereby vacated and discontinued as required by the public interest pursuant to Wis. Stat. § 66.1003.

**BE IT FURTHER RESOLVED** that reversion of title to the owner of the adjoining land pursuant to Wis. Stat. § 66.1005.

**BE IT FURTHER RESOLVED** that the Official Map of the City of Burlington is hereby amended pursuant to the above and Wis. Stat. § 62.23(6).

**BE IT FURTHER RESOLVED** that the City Clerk shall file a certified copy of this Resolution with the Register of Deeds for Racine County.

Introduced: August 17, 2011

Adopted:

---

Robert Miller, Mayor

Attest:

---

Beverly R. Gill, City Clerk



Division of Transportation System Development  
Southeast Regional Office  
141 N.W. Barstow Street  
P.O. Box 798  
Waukesha, WI 53187-0798

Scott Walker, Governor  
Mark Gottlieb, P.E., Secretary  
Internet: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

Telephone: (262) 548-5903  
Facsimile (FAX): (262) 548-5662

E-Mail: [waukesha.dtd@dot.wi.gov](mailto:waukesha.dtd@dot.wi.gov)

September 21, 2011

Megan E. Johnson  
City of Burlington  
Administration Department  
300 N. Pine Street  
Burlington, WI 53105

Re: Vacation of R/W identified as Yahnke Road

Dear Ms. Johnson:

Pursuant to your Resolution Letter dated 08/18/11, stating Notice given to vacate Public R/W identified as Yahnke Road located in the City of Burlington between Hidden Creek Lane & Burlington Bypass (STH 11 Bypass), west of South Pine street. .

The Wisconsin Department of Transportation does not object to your Public R/W Vacation Resolution 4494(19)..

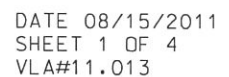
Any question pleased contact Charles Gilbertson at 262 548-6704.

A handwritten signature in cursive script that reads 'Charles Gilbertson'.

Charles Gilbertson  
262 548-6704  
System Planning  
DTSD SE Region



BEGINNING AT THE SW CORNER OF LOT 1 OF C.S.M. # 1999 RECORDED AS DOCUMENT #1602466 IN THE RACINE COUNTY REGISTRY, THENCE WITH THE SOUTHERLY LINE OF SAID CSM #1999 N83°25'43"E, 476.62' TO A POINT ON THE WEST LINE OF STH "83"; THENCE WITH SAID WESTERLY LINE S15°13'41"W, 109.64' TO A POINT ON THE NORTHERLY LINE OF STH "11 BURLINGTON BY-PASS", THENCE WITH SAID NORTH LINE S85°43'16"W, 423.17' TO A POINT; THENCE LEAVING SAID NORTH LINE N15°19'47"W, 85.97' TO THE POINT OF BEGINNING. SAID RIGHT-OF-WAY TO BE VACATED CONTAINS 0.97 ACRES.

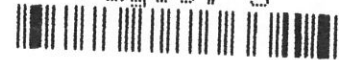


**PROPOSED RIGHT-OF-WAY  
DISCONTINUANCE**

City of Burlington  
Resolution No. 4494(19)



TYSON FETTES  
RACINE COUNTY  
REGISTER OF DEEDS  
Fee Amount: \$30.00  
Pages: 5



Name and Return Address  
City of Burlington  
300 North Pine Street  
Burlington, Wi 53105

30-5

206-02-19-04-027-111

Parcel Identification No. Affected  
by Proposed Resolution

See attached Resolution, recorded pursuant to Wis. Stat. § 840.11(1).

Said Resolution was considered by the Common Council of the City of Burlington at its meeting on August 17, 2011.

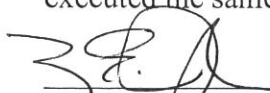
  
Beverly Gill, City Clerk

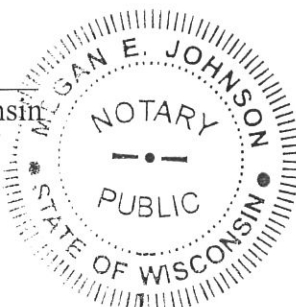
August 19, 2011  
Date



STATE OF WISCONSIN )  
 ) SS  
RACINE COUNTY )

Personally came before me this 19 day of August, 2011 the above named Beverly Gill, to me know to be person who executed the foregoing instrument and acknowledged that she executed the same.

  
Notary Public, State of Wisconsin  
My Commission: 11-3-2013



This instrument was drafted by:  
Beverly R. Gill, City Clerk  
City of Burlington  
300 N. Pine Street  
Burlington, WI 53105



## CITY OF BURLINGTON

### Finance Department

300 N. Pine Street, Burlington, WI 53105  
(262) 342-1170 – (262) 342-1178 fax  
www.burlington-wi.gov

<b>Common Council Item Number: 13B</b>	<b>Date:</b> October 4, 2011
<b>Submitted By:</b> Kevin Lahner, City Administrator Steve DeQuaker, Treasurer	<b>Subject:</b> Resolution 4500(25) to consider adopting a Civil Service/Grievance Procedure for Non-Rep. employees.

#### Details:

The passage of Act 10 requires Wisconsin municipalities to adopt a formal grievance procedure for non-represented employees. This procedure outlines steps an employee may take in a formal grievance situation. The procedure also addresses workplace safety and conduct requirements.

Act 10 requires an appeal to an “impartial hearing officer”. In our case, we have named the Chairman of Police and Fire Commission as the impartial hearing officer. The Act also requires an ultimate appeal to the governing board of the municipality.

#### Options & Alternatives:

A grievance procedure must be adopted by October, 2011 per Wis. Statute 66.0509(1m).

#### Financial Remarks:

N/A

#### Executive Action:

This item was discussed at the September 20, 2011 Committee of the Whole meeting and is scheduled for the October 4, 2011 Common Council meeting for consideration.

**RESOLUTION FOR ADOPTING CITY OF BURLINGTON EMPLOYEE  
GRIEVANCE PROCEDURE**

**WHEREAS**, s. 66.0509(1m), Wis. Stat. requires local governmental units to adopt an employee grievance procedure;

**WHEREAS**, the City of Burlington, Racine County, Wisconsin has thoughtfully considered this requirement and prepared an employee grievance procedure that contains the required elements;

**WHEREAS**, the City of Burlington, Racine County, Wisconsin desires to become compliant with the new state law by adopting the attached grievance procedure.

**NOW THEREFORE BE IT RESOLVED**, that the Common Council of the City of Burlington, Racine County, Wisconsin adopts the attached employee grievance procedure pursuant to s. 66.0509(1m), Wis. Stat.

Introduced: September 20, 2011  
Adopted:

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Robert Miller, Mayor

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Beverly R. Gill, City Clerk

## **GRIEVANCE PROCEDURE FOR CITY OF BURLINGTON**

### **DISCIPLINE AND GRIEVANCE PROCEDURE**

**Discipline.** Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the City of Burlington (City). Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The City reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

**Grievances.** This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, "workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

1. Step 1 – Written Grievance Filed with City Administrator. The employee must prepare and file a written grievance with the City Administrator within ten (10) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written grievance must contain the name and position of the employee filing it, a statement of the grievance, the issue involved, the relief sought, the date the event giving rise to the grievance took place, the employee's steps to orally review the matter with the employee's supervisor and the employee's signature and the date. The City Administrator or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his or her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the City Administrator, the grievance shall be filed with the Mayor and the Mayor or his/her designee shall conduct the Step 1 investigation.
2. Step 2– Impartial Hearing Officer. If the grievance is not settled at the first step, the employee may request in writing, within ten (10) business days following receipt of the

City Administrator's decision, a request for written review by an impartial hearing officer. The City shall designate the Chairman of the Police and Fire Commission as the impartial hearing officer. The impartial hearing officer will determine whether the City acted in an arbitrary and capricious manner. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

3. Step 3 – Review by the Governing Body If the grievance is not resolved after Step 2, the employee or the City Administrator shall request within ten (10) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For Library employees, the appeal shall be filed with the Library Board. For all other employees, the appeal shall be filed with the City Council. The City Council shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the City Council's next regular meeting. The City Council will inform the employee of its findings and decision in writing within ten (10) business days of the City Council meeting. The City Council shall decide the matter by majority vote and this decision shall be final and binding.

If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved.



## CITY OF BURLINGTON

### Administration Department

300 N. Pine Street, Burlington, WI, 53105

(262) 342-1161 – (262) 763-3474 fax

[www.burlington-wi.gov](http://www.burlington-wi.gov)

<b>Committee of the Whole Item Number: 6</b>	<b>Date:</b> October 4, 2011
<b>Submitted By:</b> Patrick Scherrer, Building Inspector	<b>Subject:</b> Motion 11-726 to approve a Certificate of Appropriateness Application and Sign Application in the HPC Overlay District for 549 N. Pine Street (Rocking Fun Music).

#### Details:

The Historic Preservation Commission (HPC) recommends approval of the Certificate of Appropriateness Applications and Sign Permit for the project located at 189 E. Chestnut Street.

The proposed project consists of:

- The installation of one (1) overhanging sign which measures 3' X 2' (6 square feet in area). No signage illumination is proposed. The proposed sign appears to be made of PVC (Poly vinyl chloride) which is a type of plastic. The height of the sign is proposed to be 10+/- feet as measured from the bottom of the sign to the sidewalk.

These Certificate of Appropriateness and Sign Permit Applications were reviewed and approved at the August 25, 2011 HPC meeting.

#### Options & Alternatives:

The alternative would be to not approve this request and request a different proposal.

#### Financial Remarks:

The approved items will be paid 100% by the business owner/building owner.

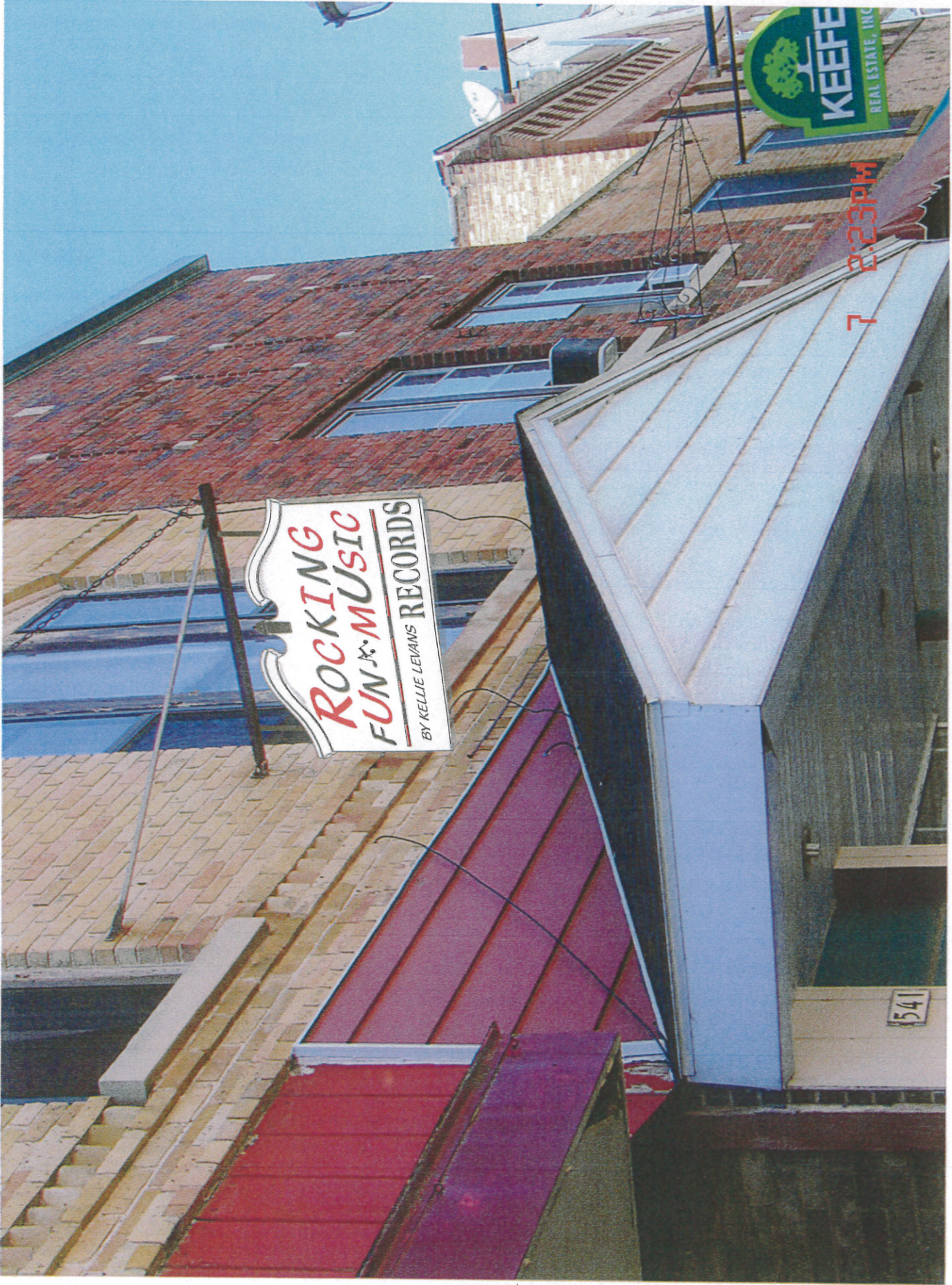
#### Executive Action:

This item is for discussion at the September 6, 2011 Committee of the Whole meeting and per common practice it is scheduled for the Common Council meeting for consideration the same night.









**Rocking  
Fun & Music  
Records**  
By Kellie Levans Records

7 2:23PM

**KEEFE**  
REAL ESTATE, INC.

541





## CITY OF BURLINGTON

### Administration Department

300 N. Pine Street, Burlington, WI, 53105

(262) 342-1161 – (262) 763-3474 fax

www.burlington-wi.gov

<b>Committee of the Whole Item Number: 7</b>	<b>Date:</b> October 4, 2011
<b>Submitted By:</b> Patrick Scherrer, Building Inspector	<b>Subject:</b> Motion 11-727 to approve a Certificate of Appropriateness Application and Sign Application in the HPC Overlay District for 581 N. Pine Street (\$18 Eyeglass Place).

#### Details:

The Historic Preservation Commission (HPC) recommends approval of the Certificate of Appropriateness Application and Sign Permit for the project located at 581 N. Pine Street.

The proposed project consists of:

- The installation of one (1) overhanging sign which measures 2.5' X 4' (10 square feet in area). No signage illumination is proposed. The proposed sign appears to be made of PVC (Polyvinyl chloride) which is a type of plastic. The height of the sign is proposed to be from 10 to 12 feet as measured from the bottom of the sign to the sidewalk.

\* It was the consensus of the commission that this sign is not historically accurate and that the realistic pictures of the "eyes" inside the glasses be hand-sketched instead.

These Certificate of Appropriateness and Sign Permit Applications were reviewed and approved at the September 22, 2011 HPC meeting.

#### Options & Alternatives:

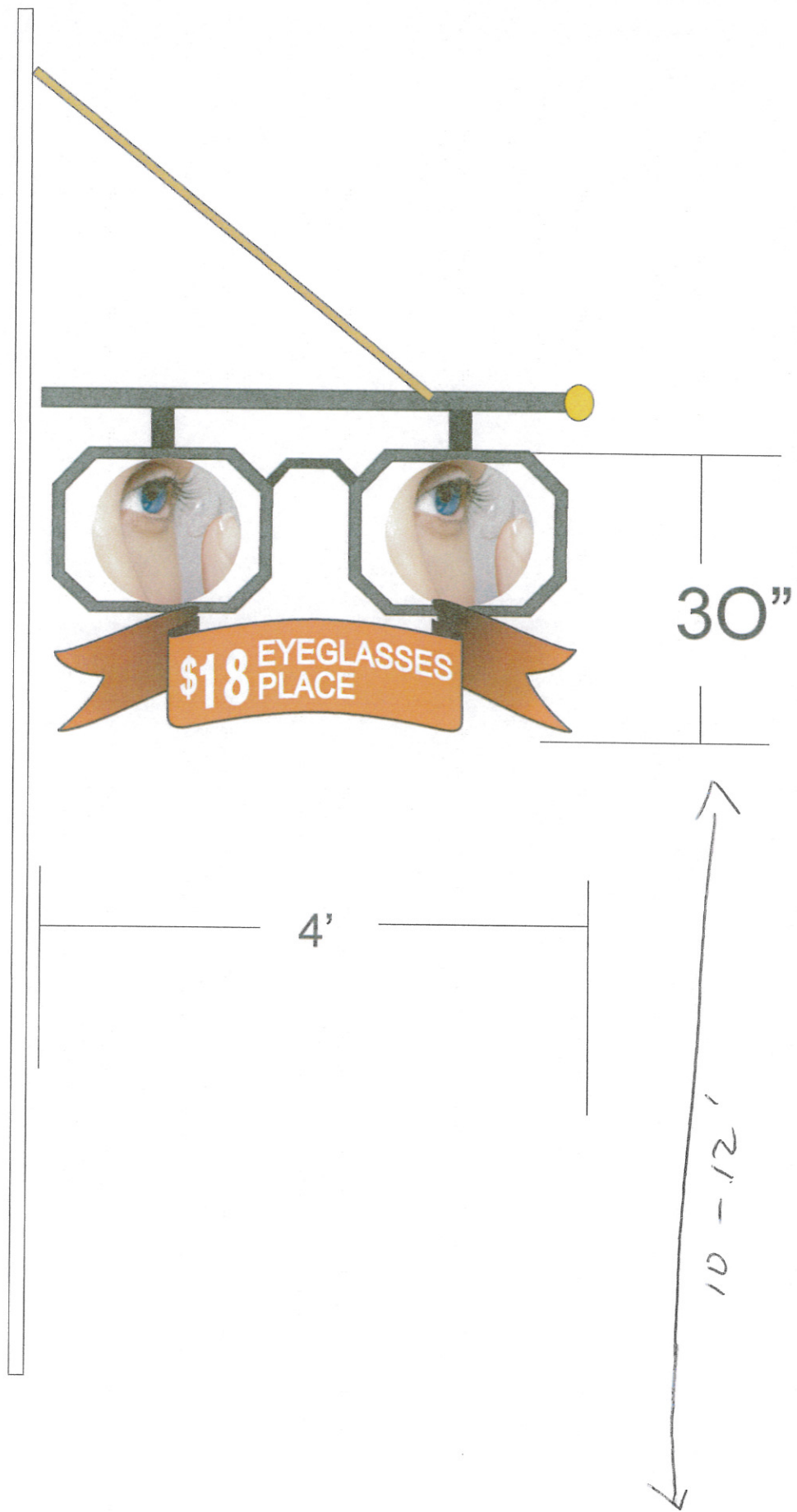
The alternative would be to not approve this request and request a different proposal.

#### Financial Remarks:

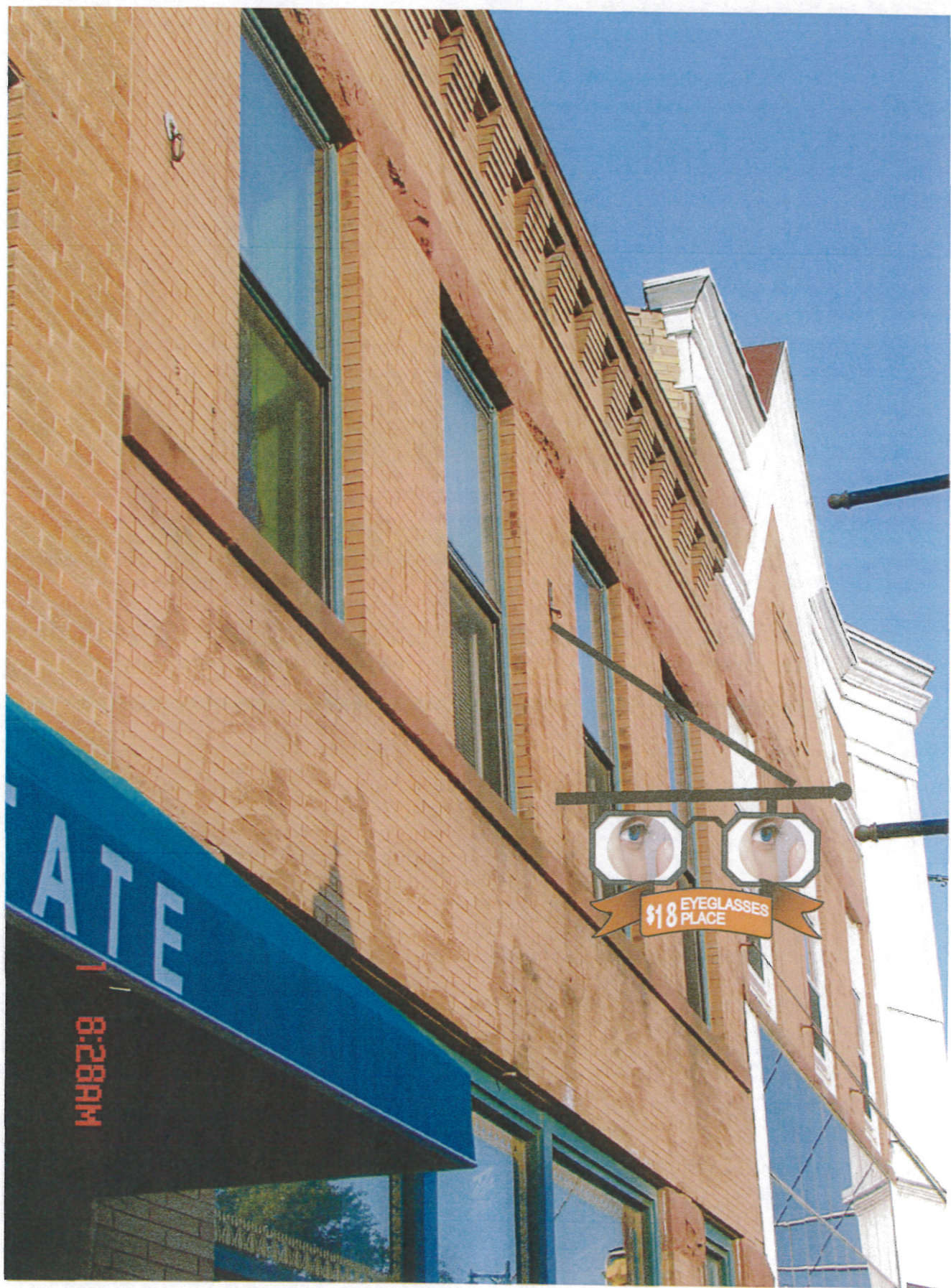
The approved items will be paid 100% by the business owner/building owner.

#### Executive Action:

This item is for discussion at the October 4, 2011 Committee of the Whole meeting and per common practice it is scheduled for the Common Council meeting for consideration the same night.







1 8:28AM